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ABSTRACT

The workbook is designed to give students the basic information needed to conduct effective library research. It helps familiarize students with the Buffalo Information System ONline (BISON), as well as other sources, in print and online, that can be used to search for information. A worksheet is included for students to mark their answers to the workbook exercises and to demonstrate that they have completed the workbook. Workbook activities are coordinated through English classes. Searching for books and locating and identifying periodicals are covered. The emphasis is on the use of the Undergraduate Library at Capen Hall at the State University of New York at Buffalo, but the skills are transferable to other campus libraries, for which locations and purposes are identified. (SLD)

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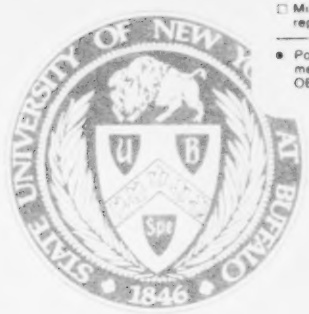

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Library Skills Workbook

BEST COPY AVAILABLE

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112054621

NAME (Last, First) _____

COURSE REGISTRATION NUMBER __ __ __ __ __ __

STUDENT I.D. NUMBER (8 DIGITS) __ __ __ __ __ __ __ __

INSTRUCTION SHEET

1. Mark your answers to questions 1-25 in the Library Skills Workbook.

2. Fill in your **name, course registration number,** and **student I.D. number** at the top of this sheet.

3. Pick up an **Op-Scan Answer Sheet** from the table outside Room 107 or at the Reference Desk of the Undergraduate Library (UGL) in Capen Hall. **Op-Scan Answer Sheets are available all hours the library is open.**

4. **Using a number 2 pencil,** transfer the answers from your Workbook to the Op-Scan Answer Sheet. Do not fold, staple, or make stray marks on the Answer Sheet.

COMPLETE THE FOLLOWING SECTIONS ON THE OP-SCAN ANSWER SHEET:

Side One:
Mark your answers to questions 1-25 on Side One. Answer question 26 on the other side of this Instruction Sheet.

Side Two:

A. NAME - print your last name, followed by a blank space, and then your first name. **Fill in the corresponding circles.**

B. SPECIAL CODE - print the registration number of your ENG 201 or ESL 408 class. This number is listed on the Class Schedule or your schedule card. **Fill in the corresponding circles.**

C. STUDENT I.D. NUMBER - fill in your 8-digit student I.D. number. You can find your student I.D. number on your I.D. card and on your schedule card. **Fill in the corresponding circles.**

5. Fold and then detach this **Instruction Sheet** at the dotted line.

6. Turn in this **Instruction Sheet** and your **Op-Scan Answer Sheet** at UGL Room 107 or at the UGL Reference Desk.

ANSWER SHEETS ARE DUE BY THE DATES LISTED ON PAGE 2 OF THE WORKBOOK AND ARE ACCEPTED MONDAY-WEDNESDAY, 9am - 9pm; THURSDAY, 9am - 6pm; FRIDAY, 10am - 5pm; AND SUNDAY, 5pm - 9pm.

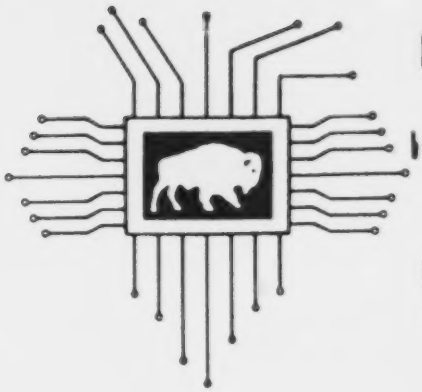
Note: To get credit for completing the Library Skills Workbook, this Instruction Sheet must be turned in with your Op-Scan Answer Sheet.

FOLD AND DETACH HERE

QUESTION 26: ADDITIONAL COMMENTS:

LIBRARY SKILLS WORKBOOK

FEATURING:



BISON
Buffalo
Information
System
Online
University
at Buffalo

Developed for the Library Skills Component
of the General Education Program

Fourteenth Edition

by Jeannie L. Gex

Oscar A. Silverman Undergraduate Library

University Libraries / University at Buffalo
State University of New York

14th Edition

January 1993

First Edition by Gemma DeVinney and Daniel Heenan	1980
Second Edition by David Nuzzo	1981
Third Edition by Marja Hart	1982
Fourth Edition by Marja Hart	1983
Fifth Edition by Elaine McPheron	1984
Sixth Edition by Elaine McPheron	1985
Seventh Edition by the Staff of the Oscar A. Silverman Undergraduate Library	1986
Eighth Edition by the Staff of the Oscar A. Silverman Undergraduate Library	1987
Ninth Edition by the Staff of the Oscar A. Silverman Undergraduate Library	1988
Tenth Edition by the Staff of the Oscar A. Silverman Undergraduate Library	1989
Eleventh Edition by Kathleen Quinlivan	1990
Eleventh Edition (Revised) by Kathleen Quinlivan	1991
Twelfth Edition by Kathleen Quinlivan	1991/92
Thirteenth Edition by the Staff of the Oscar A. Silverman Undergraduate Library	1992
Fourteenth Edition by Jeannie Gex	1993

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INTRODUCTION

Knowing how to locate, use and evaluate information is an essential skill for today's citizens. Your education at the University at Buffalo will introduce you to many different subjects, research areas and viewpoints. The University Libraries provide access to a variety of materials covering the wide range of human knowledge, and efficient use of these resources will improve your research and enhance your learning experience.

The Library Skills Workbook is designed to give you the basic information you need to conduct effective library research. The Workbook will help familiarize you with **BISON** -- Buffalo Information System ONline -- as well as other sources, both print and computerized, that you can use when searching for information. Although the Workbook focuses primarily on resources available in the Undergraduate Library (UGL), the skills you learn here will help you use all the University Libraries.

Please feel free to ask at the Reference/Information Desk of any UB Library if you need assistance with your research. If you have questions regarding completion of the Workbook, please ask at the UGL Reference Desk.

LIBRARY SKILLS WORKBOOK DATES FOR 1992/93 ACADEMIC YEAR

FALL 1992 SEMESTER

SEPTEMBER 7 Monday	Workbooks available for sale at the University Bookstore on the Amherst (North) Campus.
OCTOBER 23 Friday	Deadline date for completion of the Library Skills Workbook.
NOVEMBER 6 Friday	Workbook scores available from ENG 201 or ESL 408 instructors.
NOVEMBER 23 Monday	Retest deadline date for completion of the Library Skills Workbook.
DECEMBER 7 Monday	Retest scores for Library Skills Workbook available from English Department Office (for ENG 201 students) or Intensive Language Institute Office (for ESL students).

SPRING 1993 SEMESTER

FEBRUARY 8 Monday	Workbooks available for sale at the University Bookstore on the Amherst (North) Campus.
MARCH 19 Friday	Deadline date for completion of the Library Skills Workbook.
APRIL 2 Friday	Library Skills Workbook scores available from ENG 201 or ESL 408 instructors.
APRIL 16 Friday	Retest deadline date for completion of the Library Skills Workbook.
APRIL 30 Friday	Retest scores for Library Skills Workbook available from English Department Office (for ENG 201 students) or Intensive English Language Institute Office (for ESL 408 students).

HOW TO SUCCESSFULLY COMPLETE THIS WORKBOOK

The Workbook will be much easier if you remember the following information:

- Use the Undergraduate Library (UGL) in Capen Hall. All of the sources discussed in the Workbook are located in the UGL reference area on the first floor.

- Bring these items with you to UGL when you are ready to complete the Workbook:

  1. A Number 2 pencil.
  2. Your student identification card which lists your 8-digit student ID number.
  3. Your ENG 201 or ESL 408 course registration number.
  4. The Workbook.

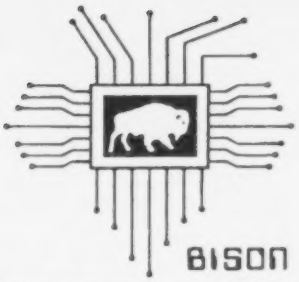
- Complete the Workbook as early in the semester as possible. Avoid the crowds!

- Read the text carefully before you answer each question. Mark your answers in the Workbook as you go along. There are 26 questions.

- Ask the UGL reference librarians if you have any questions about the Workbook, using BISON, or other aspects of your research.

- Submit your completed answer sheets by the deadline dates listed on page 2 of the Workbook.

Good luck!



Buffalo Information System ONline

University at Buffalo Libraries

The ten University at Buffalo Libraries offer access to a combined collection of nearly 2.5 million books and over 23,000 serials (including 13,000 journals, magazines and newspapers). Other materials held by the University Libraries include: government documents, dissertations, theses, microform sets, maps, scores, audiotapes, films, databases, etc.

Library holdings can be identified by using BISON's (Buffalo Information System ONline) BCAT database. BISON can be searched via numerous computer terminals located within the Libraries. Dial-in access through modems or computer network is available through BISON REMOTE from offices, homes or dormitories.

The University Libraries offer a variety of services, including reference, interlibrary loan, reserve course readings and computerized database searching. For more information, ask a reference librarian in any of the Libraries.

ARCHITECTURE & PLANNING LIBRARY
Hayes Hall, South Campus
829-3505

Includes books and journals on **architecture, architectural history, design, theory, environmental design** and **urban planning**. Construction product catalogs and slides and drawings of architectural sites are located here.

CHEMISTRY-MATHEMATICS LIBRARY
Building 6, South Campus
829-2165

Books and international journals in all fields of **chemistry, crystallography** and **mathematics** are located here.

HEALTH SCIENCES LIBRARY
Abbott Hall, South Campus
Circulation 829-3335
Reference 829-3900

More than 130,000 books and 2,400 journals in **medicine, dentistry, nursing, pharmacy, biomedical** and **health-related fields** are found in HSL. Computerized literature searching is available through MED FILE, a user-friendly, free service, or a more extensive professional search service offered on a fee basis. Audiovisual learning resources and a History of Medicine collection are also available here.

LAW LIBRARY
205 O'Brian Hall, North Campus
Circulation 645-2048
Reference 645-2047

Includes a wide variety of resources in **federal, state** and **administrative case law, federal** and **state statutes** and **regulations**, and collections of **international, foreign** and **comparative law**. Periodical and other indexes on compact disk are available. The Library also has Audiovisual and Documents Departments.

LOCKWOOD LIBRARY
Lockwood Building, North Campus
Circulation 645-2815
Reference 645-2820

The primary research library for **arts, business, education, humanities** and **social sciences**, with over 1.25 million books. **Federal, New York State, Canadian** and **European Community government documents** are in Lockwood Library. The **Polish Collection** on the 5th floor contains materials on Poland and Polish-Americans. Services include database searching, interlibrary loan and graduate reserve. Compact disc indexes cover business, public affairs, psychology, education, dissertations, literature and other topics.

MUSIC LIBRARY
Baird Hall, North Campus
Circulation 645-2923
Reference 645-2924

Includes recordings, scores, parts, books, journals and audiovisual materials. Special strengths are in **20th century music, jazz/jazz discography, liturgical music** and **music bibliography**. Listening stations offer high-quality playback of records, tapes and discs.

POETRY/RARE BOOKS COLLECTION
420 Capen Hall, North Campus
645-2917

Devoted to **20th century poetry**, this collection includes volumes by every major poet writing in English. The collection is internationally known for its resources on James Joyce, Robert Graves, Dylan Thomas, Wyndham Lewis and William Carlos Williams.

SCIENCE & ENGINEERING LIBRARY
Capen Hall, North Campus
Circulation 645-2944
Reference 645-2946

Research materials in the **natural sciences, mathematics, geological sciences, applied sciences** and **engineering** are located here. SEL also has an extensive map collection and houses the A-V/ Microcomputer Information Center. Reserve materials for SEL and the Undergraduate Library are found at the Circulation/Reserve Desk on the 1st floor.

EARTHQUAKE ENGINEERING INFORMATION SERVICE
304 Capen Hall, Science & Engineering Library 645-3377

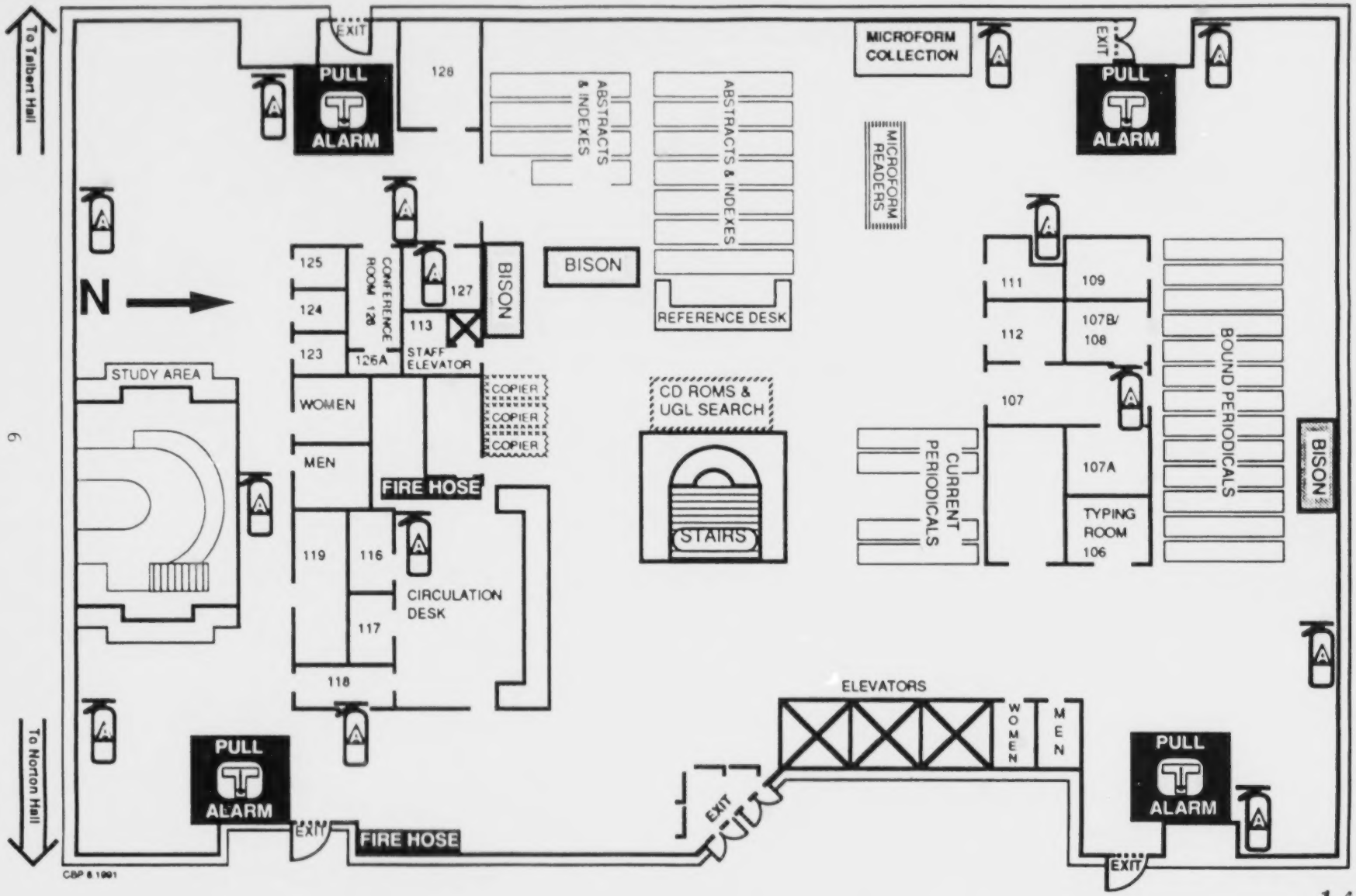
Provides reference support for earthquake engineering research, earthquake hazard mitigation, disaster preparedness, and related topics. Contributes to the University Libraries' collection of earthquake literature, including books, journals, newsletters, indexes and abstracts, technical reports, codes, maps, government documents and audiovisual materials.

UNDERGRADUATE LIBRARY
Capen Hall, North Campus
Circulation/ Reserve 645-2944
Reference 645-2945

UGL has a general collection of books in the **humanities, social** and **natural sciences**. College catalogs, job information, travel and current affairs information are also here. Compact disc indexes cover biology, social sciences, humanities, general interest magazines and other topics.

UNIVERSITY ARCHIVES
420 Capen Hall, North Campus
645-2916

Archives is the official repository for the records of the University at Buffalo. A collection of the drawings and documents of American architect Frank Lloyd Wright is also located here.



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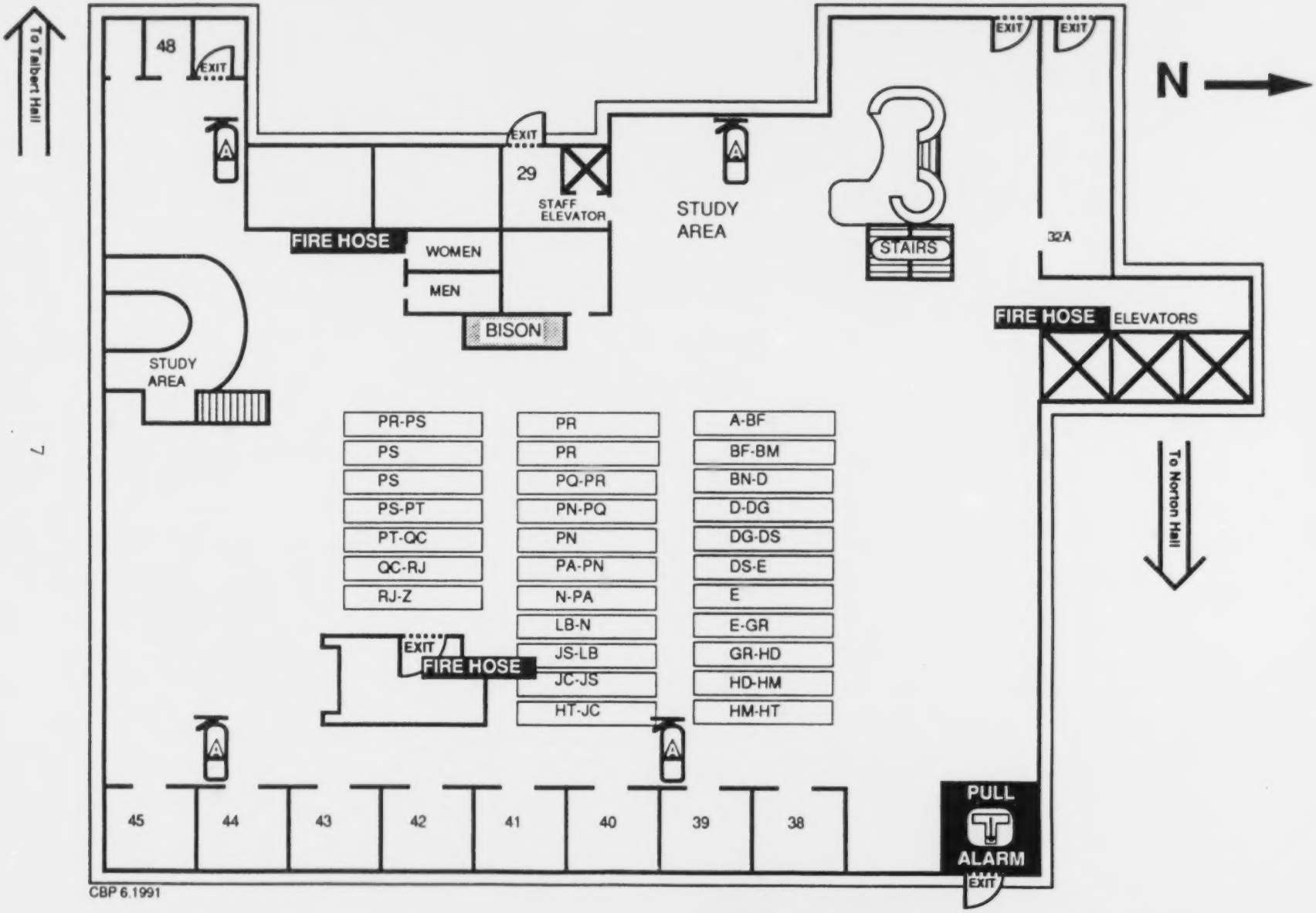
1 Undergraduate Library
University at Buffalo


To Talbert Hall
48
EXIT
29
STAFF ELEVATOR
STUDY AREA
EXIT
EXIT
N
STAIRS
32A
FIRE HOSE
WOMEN
MEN
BISON
FIRE HOSE
ELEVATORS
STUDY AREA
To Norton Hall
PR-PS
PS
PS
PS-PT
PT-QC
QC-RJ
RJ-Z
PR
PR
PQ-PR
PN-PQ
PN
PA-PN
N-PA
LB-N
JS-LB
JC-JS
HT-JC
A-BF
BF-BM
BN-D
D-DG
DG-DS
DS-E
E
E-GR
GR-HD
HD-HM
HM-HT
EXIT
FIRE HOSE
45
44
43
42
41
40
39
38
PULL
ALARM
EXIT
CBP 6.1991

UGL REFERENCE AREA

Everything you need to successfully complete the Workbook is located in the UGL Reference Area on the first floor of Capen Hall. Refer to the floor plan on page 9 for the locations described below.

1. **BISON** Buffalo Information System ONline provides computerized access to information regarding books, journals and other materials available in the UB libraries. BISON also includes several databases which may be searched for references to articles from magazines and journals.

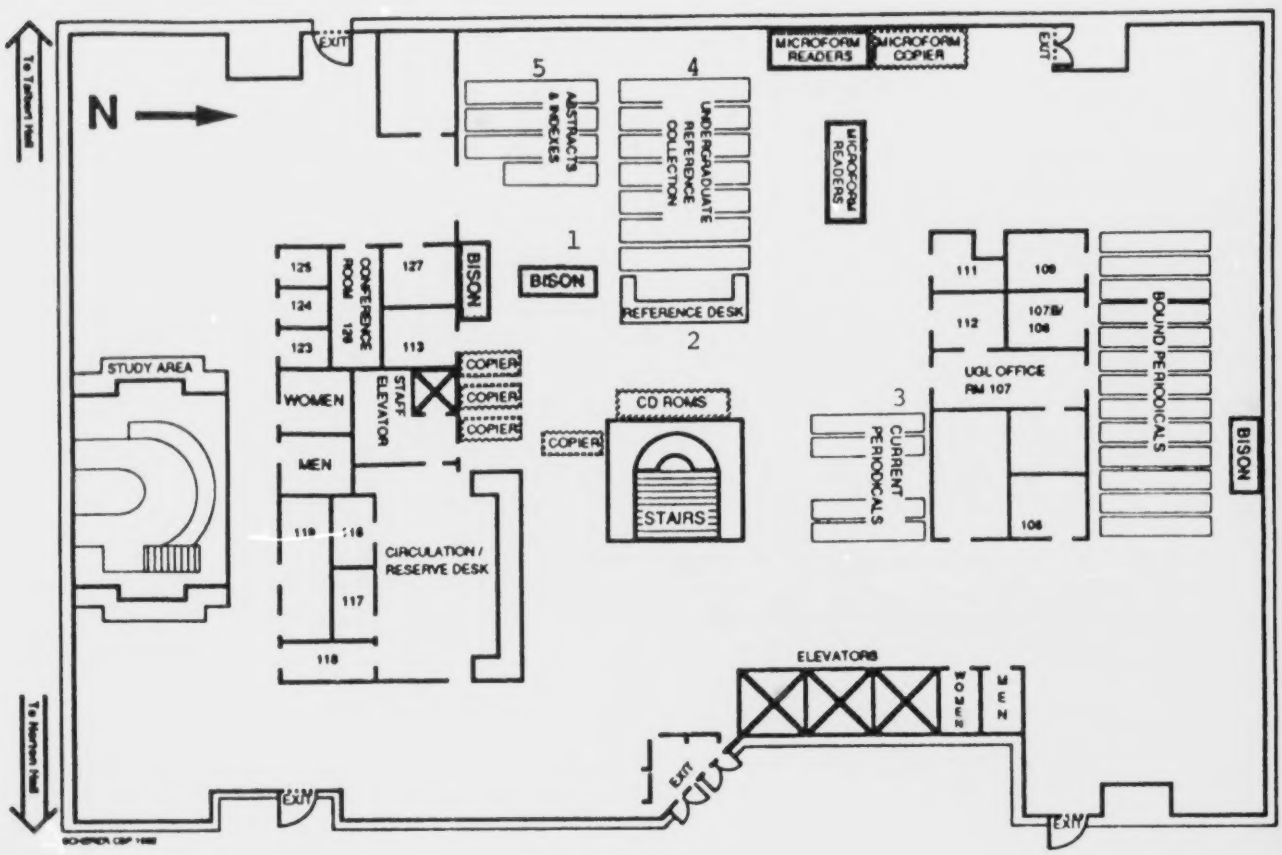
2. **REFERENCE / INFORMATION DESK** Ask here if you have questions about the Workbook or any other aspect of your research.

3. **ROOM 107** After you finish the Workbook, pick up an Op-Scan Answer Sheet from the table outside Room 107. Turn in your completed Answer Sheet and Instruction Sheet (first page of this Workbook) here.

4. **UGL REFERENCE COLLECTION** Books in this area are arranged by Library of Congress call number. These books are designed to get you started on your research and are for in-library use only. The call numbers of all UGL reference books begin with "UGL Ref." Labels on the ends of the rows list the first and last call numbers of books shelved in each row. Ask a reference librarian for help in choosing the best reference books for your research.

   Some reference books are not shelved with the main part of the reference collection. Wooden blocks on the reference shelves in place of these books have call number labels which will direct you to their location.

5. **ABSTRACTS AND INDEXES** Periodical indexes in print form are shelved in call number order on these tables. Check the label at the end of each table for a list of the titles and call numbers of sources in the row. Certain indexes are available in compact disc (CD-ROM, for Computer Disc Read Only Memory) form which makes searching for information faster and easier than ever before. These CD-ROM indexes are located near the UGL Reference Desk.



1 Undergraduate Library
University at Buffalo

UGL FIRST FLOOR

BISON -- Buffalo Information System ONline

BISON is the University Libraries' online information system, which will assist you in identifying and locating books and periodical articles from magazine and scholarly journals for your research. **BISON** terminals are located in each library. Any **BISON** terminal will give you information about all the materials in each of the ten University Libraries.

The DATABASE SELECTION MENU lists the four-letter codes for and the names of each database available on the system. To see the DATABASE SELECTION MENU, press the **CLEAR** key as many times as needed on any **BISON** terminal to see the opening screen for the system. **BISON**'s databases are:

```
                    Welcome to  BISON                              1ABB
                Buffalo Information System Online

                      DATABASE SELECTION MENU
On this terminal, you may search the databases listed below.  To select
a database, type its four letter label and press RETURN.  TO exit from
BISON, enter the STOP command.

   BCAT     UNIVERSITY AT BUFFALO LIBRARIES CATALOG

   IRGA     Readers' Guide with Abstracts     1989 to Present
   IHUM     Humanities Index                  1989 to Present
   ISOC     Social Sciences Index             1989 to Present
   ISCI     General Science Index             1989 to Present
   ITEC     Applied Science/Technology Index  1989 to Present
```

THE UNIVERSITY AT BUFFALO LIBRARIES CATALOG (BCAT) is the largest and most important **BISON** database. Everything described in BCAT is available in the University Libraries. BCAT includes books, journal titles, government documents, audiovisual materials, microforms, and music scores and gives the LOCATION and CALL NUMBER for each item as well as a message if the book is charged out from the library.

THE PERIODICAL INDEX DATABASES (IRGA, IHUM, ISOC, ISCI, ITEC) will give you references to articles from popular magazines and scholarly journals in the major disciplines. The index databases list articles published during the current year and the previous two to three years. These databases also indicate which journals are available in the UB Libraries, and indicate which dates are available.

BCAT -- GETTING STARTED

In many ways, searching the UB Libraries Catalog (BCAT) for books and other materials is similar to looking for items in a traditional card catalog. The basic difference is that the bibliographic records (the catalog cards) are stored within the systems's online database instead of the catalog's drawers, and you must use a **search command and search statement** to access the information.

BISON TERMINALS

You will find most BISON terminals in the UGL Reference area and in each of the University Libraries. Other UGL terminals are located in the Bound Periodicals area on the First Floor and in the Book Collection on the Ground Floor. Each terminal is linked to the main BISON database housed on the University's mainframe computer located in the Computing Center.

THE KEYBOARD

All **BISON** terminals operate identically, and each has a keyboard and display screen. The terminal keyboard is arranged like a typewriter with extra computer function keys on the top. The **<return>** key is pressed to send your search statement and, in some instances, to move to the next screen when there is a "continued" message at the bottom of the screen.

PRINTERS

Printers are attached to many of the **BISON** terminals. Look for a "PRINTING STATION" sign on the upper right-hand side of the monitor. Check the keyboard for a "Print" key on the top row, right-hand side. Pressing this key will print the screen you see displayed. The "Print" key must be pressed for each additional screen you wish to print.

SEARCHING BCAT -- THE UB LIBRARIES CATALOG

This section of the Workbook introduces you to the catalog portion of the BISON system (also known as BCAT), and you'll learn how to search by:

AUTHOR
TITLE
SUBJECT
KEYWORD

You'll also learn how to interpret the information that's displayed on the screen so you can find the materials that you need. Once you've mastered the basics of searching BCAT, you'll be able to use your search skills when working in other parts of the BISON system.

REMEMBER: Use any **BISON** terminal to answer the following questions. Keep in mind that nothing you type can hurt the computer, and don't worry about typing errors. **BISON** is very patient!

TO BEGIN: Walk over to a **BISON** terminal and press the CLEAR key as many times as needed until the DATABASE SELECTION MENU screen appears. At this screen, type the 4-letter code which corresponds to the University at Buffalo Libraries Catalog and then press <**return**>:

- **bcat <return>**

FROM THE OPENING SCREEN YOU CAN:

- See the available search commands.
- Access an INTRODUCTION SCREEN (press <**return**>) for more information on search commands.
- Begin typing your search statement at the = = = > symbol.

MOVING AROUND IN BCAT

If you want to move from one record to another, or from one screen to another, type one of the following commands and press **<return>**.

- **n <return>** to go to the NEXT bibliographic record
- **p <return>** to go the the PREVIOUS record
- **i <return>** to return to an INDEX screen
- **g <return>** to return to the GUIDE screen
- **line number <return>** to go to another bibliographic record
- **m <return>** for MORE lines of certain displays

☛ **NOTE: Check the bottom of the screen for a list of the commands which may be used for your search.**

HELP

On-screen assistance is usually available when you are searching BCAT. A series of detailed HELP SCREENS provide an explanation of how to search BCAT.

h <return>

BCAT will display a HELP SCREEN directly related to the type of search you have attempted or the type of screen that's currently displayed if an **H HELP** appears at the bottom of the screen.

QUESTION #1 **Based on the information on the second introduction screen, which command should you type if you'd like to learn more about author searching in BISON?**

1. **EXP S <return>**
2. **EXP T <return>**
3. **EXP A <return>**
4. **STO <return>**
5. **EXP K <return>**

AUTHOR SEARCHES

If you're looking for books written by a certain author, you can search BCAT by:

1. Typing the command **a=**
2. Typing the author's last name, followed by the author's first name or initial if you know it.
3. Pressing the **<return>** key.

EXAMPLES: a=baldwin james **<return>**
a=smith jane i **<return>**
a=tyler **<return>**
a=perkins mar **<return>**
a=hemingway **<return>**

REMEMBER: "Authors" may include:

- **PERSONAL AUTHORS** Authors, editors, translators, composers.

  EXAMPLES: a=irving john **<return>**
  a=rimsky korsakov **<return>**

  AND

- **CORPORATE AUTHORS** Organizations, corporations, government bodies, etc.

  EXAMPLES: a=national audubon society **<return>**
  a=ford motor company **<return>**

If you're not sure of the author's entire name, or if the name is unusual, you don't have to type the complete name:

EXAMPLES: a=updike j **<return>**
a=goodblood **<return>**

The computer will locate any authors whose names begin with the letter, word, or phrase that you type.

EXAMPLE: a=milton j **<return>**

This search statement retrieves works by all authors whose last name is Milton, and whose first name begins with the letter "J" (James, John, Joseph, etc.)

You might be doing an author search, type in a name and see the message ***Search Under**. Type the line number on the left of this message, and the search will be done for you.

EXAMPLE: a = shakspeare **<return>**

This search statement results in the message:

SHAKSPEARE WILLIAM 1564-1615
1 *Search Under: SHAKESPEARE WILLIAM 1564-1616

SAMPLE AUTHOR SEARCH

Let's say you are looking for books by John Barth. You can shorten the author's name, and type **a = barth j**. In this case, BCAT responds by displaying an AUTHOR INDEX screen. Try it now.

The author you want isn't displayed on the first screen, so press **f <return>**. John Barth is on the second screen. A list of his book titles begins below his name.

Let's assume that you are looking for more information about Barth's Last Voyage of Somebody the Sailor. You would type the number beside this title and the system would display a screen with information about this book and giving the location or locations of the book. Do this now and answer **QUESTION #2** from the screen.

QUESTION: This book is available in the following location(s):
#2

a) Lockwood Library

b) Undergraduate Library

c) Science and Engineering Library

d) Undergraduate Library and Lockwood Library

☛ **IMPORTANT NOTE: BRIEF AND LONG VIEWS**

BCAT gives a choice of displays. The "Brief View" usually includes Title, Author, Publisher, Location and Call Number. The "Long View" gives comprehensive information about the item. Move from one version to the other by typing **br <return>** or **lo <return>**.
To learn more about these display options, type **exp br <return>** or **exp lo <return>**.

TITLE SEARCHES

If you know the title of a book or periodical, you can search BCAT by:

1. Typing the command **t=**
2. Typing the **title**
3. Then pressing the **<return>** key

EXAMPLES: t=moby dick <return>
t=journal of marketing <return>
t=encyclopedia of rel <return>

REMEMBER! Title searches can include titles of books, journals, plays, musical scores, etc.

Omit articles like a, an the (in any language) when they appear at the beginning of a title.

EXAMPLE: t=sun also rises <return>
not t=the sun also rises

Do not omit articles that appear within the title.

EXAMPLE: t=gone with the wind <return>
not t=gone with wind

Capitalization, punctuation and accents are not necessary.

EXAMPLE: t=its a wonderful life <return>
not t=it's a wonderful life

If you are unsure of the complete title, or if the first few words are unique, you can shorten the title.

EXAMPLES: t=brothers karama <return>
t=huckleberry <return>

SAMPLE TITLE SEARCH

Let's say you're trying to find a book called The Gates of Ivory. If you shorten the title, and type **t=gates of <return>**, **BISON** will respond with a "Title Index" screen. Try it now.

This title does not appear on the first screen, so type **f <return>** to view the next "Title Index" screen. The title you seek is here, but you need more information than this screen gives. Type the line number beside the title and the system displays a bibliographic record for this book, with location, call number, and availability.

REMEMBER! When you see or hear reference to the "bibliographic record", this is the screen display which gives you the location, call number, and bibliographic information (including publisher and date of publication) for each item. The format of the bibliographic record will vary according to the format of the material being described, but every item in BCAT has a bibliographic record which you must see to get location information. You have the choice of a "Brief View" or a "Long View" bibliographic record. See the bottom of the screen for command options.

QUESTION: #3 **Search BCAT by title and locate the bibliographic record for a book called Blue Calhoun. Who is the author of this book?**

a) Reynolds Price

b) Patricia McBroom

c) Elvis Presley

d) Vincent Sakaran

e) Rhona Rapaport

SUBJECT SEARCHES

If you want to find books about a person, place, thing or idea, you can search BCAT by:

1. Typing the command **s=**
2. Typing the subject heading for your topic.
3. Pressing the **<return>** key.

   EXAMPLE: s=genetic engineering **<return>**

The screen display looks like this:

```
Search Request: S=GENETIC ENGINEERING                          BISONcat
Search Results: 176 Entries Found                          Subject Guide
-------------------------------------------------------------------------
LINE:  BEGINNING ENTRY:                                    INDEX RANGE:
 1     GENETIC ENGINEERING                                     1 -   13
 2     GENETIC ENGINEERING                                    14 -   26
 3     GENETIC ENGINEERING                                    27 -   39
 4     GENETIC ENGINEERING                                    40 -   52
 5     GENETIC ENGINEERING                                    53 -   65
 6     GENETIC ENGINEERING                                    66 -   78
 7     GENETIC ENGINEERING--CONGRESSES                        79 -   91
 8     GENETIC ENGINEERING--EUROPEAN ECONOMIC COMMUNITY COUNTRIES  92 - 104
 9     GENETIC ENGINEERING--LAW AND LEGISLATION--UNITED STATES 105 - 117
10     GENETIC ENGINEERING--METHODS--VIDEOCASSETTES           118 - 130
11     GENETIC ENGINEERING--MORAL AND ETHICAL ASPECTS         131 - 143
12     GENETIC ENGINEERING--RESEARCH                          144 - 156
13     GENETIC ENGINEERING--SOCIAL ASPECTS                    157 - 169
14     GENETIC ENGINEERING--TECHNIQUE                         170 - 176
-------------------------------------------------------------------------
 COMMANDS:        Type line # to begin display within index range
                  H   Help
 O Other Options

NEXT COMMAND:
```

The "Subject Guide" screen shows this subject and a number of subdivisions which make it possible to narrow a search to a specific aspect of your subject.

Using the previous example, s=genetic engineering gives us a screen with 14 numbered items. This display is a guide only, not a complete listing. The "Search Results" heading at the top of the screen tells us the number of entries which were found. Each of the 14 headings shown includes a range of headings on our subject. If you wanted to look at materials on the moral and ethical aspects of genetic engineering, you would type the line number alphabetically closest to this subject and get into the list. Remember that you can type **f <return>** to go **forward** and **b <return>** to go **back** within the list.

To find the bibliographic information for a particular item, type the line number beside it in the left margin and press the <return> key.

Following the above example, do a search **s=genetic engineering** to find the subject heading **GENETIC ENGINEERING--MORAL AND ETHICAL ASPECTS**. Within this list, locate the bibliographic record for the book Wonderwoman and Superman: the Ethics of Human Biotechnology and answer the following questions.

QUESTION: #4 **When was this book published?**

a) 1972 <return>

b) 1983 <return>

c) 1965 <return>

d) 1987 <return>

e) 1992 <return>

QUESTION: #5 **What is the name of the publisher of this book?**

a) Oxford [England] <return>

b) John Harris <return>

c) Oxford University Press <return>

d) Undergraduate Book Collection <return>

SUBJECT SEARCHING HELPFUL HINTS

Subject searches will work **only** if you use exactly the same words as those used in BCAT. If you try a subject search and get nothing, here are some things you can do.

- Try using the same term in a keyword search. (Learn all about keyword searching on p. 21-26 or type **exp k <return>** on BCAT.) Look at the records your search locates and then select the best subject headings and try some **s=** searches.

- You may use names of people, places, or organizations for subject searches. Remember when searching on a personal name to begin with the LAST name, space, and then enter the first name or first initial. Examples: s=shakespeare, s=king martin luther, s=yosemite, s=new york state library.

Now do a subject search in BCAT on BISON to locate books about the West African country Cameroon (s=cameroon). The "Subject Guide" screen shows the single subject heading and then a number of subheadings. Select a line number and get into the list of materials on the subheading "CAMEROON--HISTORY" and answer the following two questions.

QUESTION #6: **Locate the record for the book <u>Historical dictionary of the republic of Cameroon</u>. This book is listed under an additional subject subheading. This subheading is:**

a) HISTORY--FICTION

b) HISTORY--CHRONOLOGY

c) HISTORY--DICTIONARIES

d) HISTORY--PICTORIAL WORKS

QUESTION #7: **The book described in question #6 is located in:**

a) Lockwood Reference

b) Health Sciences Library

c) Undergraduate Reference

d) Undergraduate Reference and Lockwood Reference

***SEARCH UNDER and *SEARCH ALSO UNDER**

Subject searches will often result in the message ***Search Under**, which means that the term listed is the subject heading used in the database instead of the one you tried. Type the number on the left side of the screen beside this notice and the search will be done for you using the correct term. The message ***Search Also Under** means that you might want to use one of the numbered subjects in addition to the one you used.

EXAMPLE: s=near east <**return**> results in
NEAR EAST
1 *Search Under: MIDDLE EAST

QUESTION: #8 **How many *Search Under options will you find if using the term "farm animals"?**

a) 1

b) 4

c) 3

d) 2

QUESTION: #9 **Searching on the subject "wildcats" results in the message:**

a) *Search Also Under COUGARS

b) *Search Also Under CATS

c) *Search Also Under WILD CATS

d) *Search Also Under PUMAS

e) *Search Under FELIDAE

QUESTION: #10 **If you search under the subject "vampires", you get the message *Search Also Under:**

a) GHOULS AND OGRES

b) BLOODSUCKERS AND GHOULS

c) DRACULA AND GHOULS

d) OGRES AND GHOSTS

KEYWORD SEARCHES

In addition to Author, Title, and Subject searches, you can also search BCAT by Keyword. Keyword searching techniques enable you to perform a wide variety of searches, from simple to very complex. As a first step, you must decide if the situation requires a keyword search. In general, a keyword search may be useful when:

- you have incomplete information about an author or title
- you are searching on a very new or unique term
- your subject search results in a "NO SUBJECT HEADINGS FOUND" message
- you want to combine two or more different concepts
- you want to combine different elements about a book, such as an author's name with a title word

SOME IMPORTANT TERMINOLOGY

In keyword searching, it's important that you understand the general structure of the BCAT database. Some common terms may require clarification:

RECORD — Each item in the database has a corresponding BIBLIOGRAPHIC RECORD. Each bibliographic record contains information about the item, including library location and call number.

FIELD — Each record is divided into many different sections or "fields" of information about the item. Some common fields found in most BCAT records include the author, title, and subject heading fields.

KEYWORD — Keywords are words that appear anywhere in the record, including the author, title, subject and publisher fields. You may search for individual keywords or phrases, or combine them using operators such as AND and OR for more precise results.

STOPWORDS — Specific terms which cannot be searched by keyword. These words are so common that they appear in nearly every record. Some BCAT stopwords include: in, what, about, how. Stopwords should not be included in keyword search statements.

KEYWORD HELP SCREENS

One of the best ways to become familiar with keyword searching is to spend some time reading the BCAT keyword help screens. These help screens describe the basics of keyword searching, and include examples of advanced keyword searching techniques.

HOW TO BEGIN

When you search by keyword, the computer looks for a word or phrase anywhere in the bibliographic record. To begin a keyword search:

1. Type k=
2. Next, type the keyword(s)
3. Then, press **<return>**

EXAMPLE: **k=galileo <return>**

This simple keyword search retrieves all the items in BCAT which contain the keyword "galileo", including items written by or about any Galileo, as well as items published by Galileo Press. If, as in this example, your keyword search finds more than one record, a keyword index screen will display. This screen indicates the total number of records that match your search request, as illustrated in the diagram below.

```
Search Request: K=GALILEO                                        BISONcat
Search Results: 189 Entries Found                          Keyword Index
-------------------------------------------------------------------------
      DATE  TITLE:                                    AUTHOR:
   1  1992  Galileo's logic of discovery and proof : t  Wallace, William A  GL
   2  1991  Bertolt Brecht, Leben des Galilei : Interp  Hallet, Wolfgang    GL
   3  1991  Exploring the sun : solar science since Ga  Hufbauer, Karl      GL
   4  1991  Galileo, Bellarmine, and the Bible : inclu  Blackwell, Richard  GL
   5  1991  In the wake of Galileo                      Segre, Michael      GL
   6  1991  Puzzling through the news                   Rushin, Pat         PL
   7  1991  The rain that falls this far : poems        Hinrichsen, Dennis  PL
   8  1991  Readings in epistemology from Aquinas, Bac                      GL
   9  1991  1946 : poems                                Graham, Matthew     PL
  10  1990  Days of summer gone                         Bolton, Joe         PL
  11  1990  Galileo : pioneer scientist                 Drake, Stillman     GL
  12  1990  Galileo's children : science, Sakharov, an  Bailey, George      GL
  13  1990  Nature, experiment, and the sciences : ess                      GL
  14  1989  Don't go back to sleep : poems              Gorham, Sarah       PL
-------------------------------------------- Continued on next screen --
 COMMANDS:        Type line # to see individual record
                  F   Forward
 O Other Options  H   Help

NEXT COMMAND:
```

PHRASES: If you enter a phrase as a keyword search, the computer will search for the items in the exact order they were entered.

EXAMPLES: k = chinese cooking **<return>**
k = personal computers **<return>**

QUESTION #11 **To search for information about the recent war in the Persian Gulf, which of the following keyword searches would be best?**

a) **k = war**

b) **k = persian**

c) **k = gulf war**

d) **k = gulf**

e) **k = kuwait**

NARROWING A KEYWORD SEARCH

QUALIFIERS

If a keyword search retrieves a large number of records, you can narrow your results in several ways. One way to reduce the number of records found in a keyword search is to use **field qualification.**

When you use field qualifiers, you instruct the computer to retrieve your search term only from a specific field. Each field has a 2-letter code which you must type after a keyword to qualify the term. A period (.) must precede and follow the qualifier code.

EXAMPLES: k = huckleberry.ti. Retrieves all records with the keyword huckleberry in the **title field.**

k = shakespeare.au. Retrieves all records with the keyword shakespeare in the **author field.**

k = programming.su. Retrieves all records with the keyword programming in the **subject field.**

To limit your keyword search to more than one field qualifier, separate the 2-letter codes with a comma in your search statement.

EXAMPLE: k = macintosh.ti,su. Retrieves all records with the keyword macintosh in the **title or subject fields.**

QUESTION: #12 **Which of the following keyword search statements retrieves records with the phrase "corporate culture" in the title field only?**

a) **k = corporate culture.su,ti.**

b) **k = corporate culture.au.**

c) **k = corporate culture**

d) **k = corporate culture.ti.**

e) **k = corporate culture.su.**

THE "AND" OPERATOR

You can also reduce the number of records found in a keyword search by using the logical operator **AND**. By inserting **AND** between the keywords in your search statement, you instruct the computer to retrieve only those records containing both keywords, regardless of the order in which they were entered. The **AND** operator makes your search more specific.

EXAMPLE: k = tobacco and alcohol <**return**>
Retrieves records with the keywords tobacco **and** alcohol anywhere in the record.

EXPANDING A KEYWORD SEARCH

TRUNCATION

If a keyword search retrieves very few records, you can try expanding your search through **truncation**. Truncation allows you to enter a short term and search the database for multiple keywords beginning with the letters you entered.

To truncate a word, type a ? at the end of a word stem.

EXAMPLE: k = automat? <**return**>
Retrieves automate, automated, automatic, automation, etc.

BE CAREFUL! Truncating too early in a word can cause an overflow which interrupts the search. Also keep in mind that unlike title, author, and subject searches, keyword searches are not truncated unless you insert the truncation symbol ? after a string of characters.

QUESTION #13 **You are looking for books about the sport of gymnastics and gymnasts. Which would be the best choice of a keyword with truncation?**

a) **k = gymnast? <return>**

b) **k = gym? <return>**

c) **k = gymnasti? <return>**

d) **k = gymnastic? <return>**

e) **k = gymn? <return>**

THE "OR" OPERATOR

Another way to broaden a keyword search is to use the logical operator **OR**. The **OR** operator combines groups of records, and directs the computer to retrieve all the records which contain either or both keywords.

EXAMPLE: k = schools or colleges **<return>**

When you insert **OR** between these keywords, you are telling the system to retrieve all the records which contain the keyword schools **OR** the keyword colleges anywhere in the bibliographic record.

The **OR** operator broadens a keyword search, and is often used to combine synonyms in order to retrieve more records.

EXAMPLE:

k = babies **<return>**	Retrieves some records.
k = infants **<return>**	Retrieves a different set of records.
k = babies or infants **<return>**	Retrieves all records including either term.

SOME KEYWORD TIPS

Practice. This workbook simply introduces you to the basics of keyword searching. To learn additional keyword searching techniques, refer to the instructional guides found near every **BISON** terminal, read the help screens, or ask a reference librarian for further information.

Be patient! You may notice a slower response time when searching by keyword, especially during peak periods when all **BISON** terminals are busy. There's nothing to be gained by repeating the same keyword search on a different terminal to try and speed things up. The system will generally display your results within a moment or two, so don't give up.

Reminder: Logical operators (such as **AND** and **OR**), field qualifiers (.ti., .au., .su.) and the truncation symbol (?) can only be used with keyword searches.

Try an author, title or subject heading search first.

QUESTION: #14 **If you were looking for books on castles in England, which of the following keyword search statements is the most efficient for this topic?**

a) k = castles <return>

b) k = england <return>

c) k = engl? <return>

d) k = castles and england <return>

e) k = castles or england <return>

QUESTION #15: Which of the following keyword search statements retrieves records of books written by Anne Rice with the word "vampire" in the title?

a) k = rice.ti. <return>

b) k = vampire.su. <return>

c) k = rice.au. and vampire.ti. <return>

d) k = rice.su. and vampire.au. <return>

e) k = vampire.title. <return>

QUESTION #16: You want to find books about the former Soviet leader Gorba..... how is it spelled? The best search statement would be:

a) k = gorba <return>

b) k = gor <return>

c) k = gorba? and soviet <return>

d) k = gor and soviet <return>

e) k = soviet gor <return>

FINDING BOOKS

Now that you have used BCAT to identify books, you need to know how to get them for your use. With very few exceptions, you will be expected to go to the shelves yourself to get the books you need. **BISON** gives you the information required for this task. On the screen below each item's bibliographic record, separated by a dotted line, you are given its **LOCATION**, **CALL NUMBER**, and **STATUS**.

LOCATION tells you which library or libraries hold the book. The **BISON User's Guide** (green flip-chart beside most **BISON** terminals) lists the library locations on the last page. All the libraries have maps showing the campus location for each library. The **LOCATION** heading further indicates the collection to search within the holding library; the "Book Collection" for books you may check out, or the "Reference" (non-circulating) collection.

CALL NUMBER is the key to each book's shelf location within the holding library. It is a code made up of a combination of letters, numbers, and decimals. Most University at Buffalo Libraries use the Library of Congress (LC) classification system, which means that the call numbers actually begin with letters. Each letter represents a major subject area. The LC system divides knowledge into twenty one categories. These are:

- **A** General Works
- **B-BJ** Philosophy, Psychology
- **BL-BX** Religion
- **C** History and Auxiliary Sciences
- **D** History: General and Old World (Eastern Hemisphere)
- **E-F** History: America (Western Hemisphere)
- **G** Geography, Maps, Anthropology, Recreation
- **H** Social Sciences
- **J** Political Science
- **K** Law
- **L** Education
- **M** Music
- **N** Fine Arts
- **P** Language and Literature
- **Q** Science
- **R** Medicine
- **S** Agriculture
- **T** Technology
- **U** Military Science
- **V** Naval Science
- **Z** Bibliography and Library Science

In most cases, another letter is added to the major subject letter to further subdivide by subject. **Q** is science, **QK** is botany.

Shelf reading by **CALL NUMBER** can be made easier by remembering a few facts. When you face a grouping of books on shelves which are stacked into rows, the call numbering begins in the top left hand corner, continues to the end of that row, and then drops to the far left hand corner of the next row. Think of the set of shelves in front of you as if they were lines on the page of a book written in English and read in the same order. Complete scanning all the shelves in this "stack" before going to the next section, which may be around the "stack" on the other side, or it may be across an aisle. Use the labels at the ends of each section to narrow your search. The call number must be read exactly, one character at a time if you are to succeed in locating a book. Each character has place value, so that you would find all books with QK3, QK4, QK5 before books with QK33, QK43, and QK53.

STATUS tells you the availability of the item. The message "Enter HO for holdings" means that you will be given complete information about this item only by typing **ho <return>**. If there is no message in the STATUS space, the book is available. Some other messages under STATUS:

Returned on date/date/date
Being Held for a Patron
Charged, Due: date/date/date
Overdue as of date/date/date

You may ask that a "charged" (signed out) book be placed on HOLD for your use. Ask at the Circulation desk of the holding library. You will be notified when it is returned and being held for you. If a charged book has a due date in the distant future, you may be able to have it recalled for your use. Ask at the Circulation Desk for information on specific cases.

QUESTION #17 **Books in the University Libraries with call numbers beginning with "J" are on the subject of:**

a) literature

b) medicine

c) anthropology

d) political science

e) law

QUESTION #18 **Which of these call numbers would appear first on the shelf?**

a) HT151 .E7

b) HC157 .R33

c) HC155 .R27

d) HC155 .P45

e) HF154 .S345

Using the information you have seen in the Workbook to this point, answer the following questions.

QUESTION #19 **You search BCAT to see if the UB Libraries have the journal called The Journal of Modern History. Which command would be best?**

a) s = the journal of modern history <return>

b) t = journal of modern history <return>

c) a = journal of modern history <return>

d) t = the journal of modern history <return>

e) s = journal of modern history <return>

QUESTION #20 **This journal is published in:**

a) New York

b) Washington, D.C.

c) Boston

d) Chicago

e) San Francisco

IDENTIFYING AND LOCATING PERIODICAL ARTICLES

Information published in **periodicals** -- popular magazines, scholarly journals, and newspapers -- is an important component of most research projects. The UB Libraries subscribe to thousands of periodicals that cover a wide range of topics, including analyses of current affairs, recent scientific theories, theater reviews, psychological research, consumer information, and much more.

Popular magazines, such as Newsweek, and scholarly journals, such as American Economic Review, provide valuable information for writing research papers. There are two important reasons why articles from magazines and journals are good to use when writing a paper:

- Periodical articles are generally shorter and more specific in content than books.
- Periodical articles often contain the most current information available about a topic.

Before you begin your search for periodicals, answer the following questions about your topic or assignment:

- Does it require popular or scholarly information, or a combination of the two?
- Does it focus on a particular year or time period?
- What subjects are relevant for the topic?
- What are the key terms for the research topic?

IDENTIFYING ARTICLES FROM PERIODICALS

The best way to identify articles from periodicals is to use a **periodical index**. These sources, available in print and computerized formats, help you identify **references to articles** on your topic. You use the references to locate the periodicals in the Libraries. Indexes on CD-ROM are located throughout the libraries on individual computer workstations. Some sources, such as General Periodicals OnDisc (computer at the UGL Reference Desk), also include the complete text of the articles.

Many indexes cover a broad range of subjects and focus on articles that have appeared in popular magazines and newspapers. Other indexes have a more specialized range of coverage and include references to articles that have been published in scholarly journals.

EXAMPLES:

POPULAR MAGAZINES The Readers' Guide to Periodical Literature is an index which covers popular magazines. It provides subject and author access to articles found in over 200 general-interest magazines. You can search Readers' Guide in print or on **BISON**.

SCHOLARLY JOURNALS Indexes to the articles in scholarly journals are also available in all the UB Libraries. For example, the Social Sciences Index, available both in print and on **BISON**, covers scholarly journals in sociology, psychology, economics, political science, and other related subject areas.

Periodical indexes in the Libraries are available in a variety of formats, including print and computerized (on **BISON** or on CD-ROM). Some useful indexes in the Undergraduate Library include:

Readers' Guide to Periodical Literature - print and **BISON**
Social Sciences Index - print, **BISON**, and CD-ROM near UGL Reference Desk
Humanities Index - print and **BISON**
General Science Index - print and **BISON**
Applied Science & Technology Index - **BISON**
General Periodicals OnDisc - CD-ROM near UGL Reference Desk
Biological and Agricultural Index - CD-ROM near UGL Reference Desk

Print indexes are organized by call number in the **Indexes/Abstracts** area of the UGL Reference Department. Indexes on **BISON** are searchable from any **BISON** terminal in the Libraries. Additional indexes on CD-ROM are available in most of the Libraries.

The types of searches possible in periodical indexes vary, but it is usually possible to search for articles by subject and author. Indexes on CD-ROM offer greater flexibility by providing keyword search capability.

Regardless of the index format, each **reference** (also called citation) from a periodical index will include all the information you need to find the article at UB or another library:

- Title of the article
- Author(s) of the article
- Title of the periodical
- The volume number, date, and pages of the periodical.

The Libraries subscribe to a wide variety of periodical indexes in all subject areas, so be sure to **ask a reference librarian** if you need help identifying the best index for your topic.

PERIODICAL INDEXES ON BISON

To see the complete list of databases available on **BISON**:

Type **sta <return>** from any **BISON** screen

To see descriptions of each database and database selection tips:

Type **h <return>** from the DATABASE SELECTION MENU

Use the index databases if you need to identify references to articles on your topic. If you have a list of articles from another index source, such as a print or CD-ROM index, use BCAT to search by the journal title (t=) to determine if any UB Libraries own the journal.

When you search the index databases, you are also able to immediately determine whether one or more UB Libraries owns the journal. Check near the bottom of the ARTICLE RECORD for the message:

Held by library--type HO for holdings information.

Then, type **ho <return>** to see a display of the library location(s) and call number(s) and a list of the issues/dates available in each library.

TYPES OF SEARCHES

A search in any **BISON** index database retrieves article records. You may search the index files by keyword, author, title, and subject using the search strategies you learned for BCAT.

Search Type	Searches For	Example
keyword	Word or phrase anywhere in the article record	**k=student stress**
subject	All subject terms which begin with the letter, phrase, or word entered	**s=computers**
author	Any articles written by a person or organization (enter last name first)	**a=gardner**
title	All article titles which begin with the letter, phrase, or word entered	**t=american**

QUESTION: #21 **Which of the BISON index databases would you choose <u>first</u> to locate articles about the spotted owl environment?**

a) **ITEC**

b) **IHUM**

c) **ISOC**

d) **ISCI**

PRINTING ARTICLE RECORDS FROM BISON

- Be sure your BISON terminal has a **printing station** sign on it.

- Select articles which are available at UB by looking for the **Held by library--type HO for holdings information** message at the bottom of the record screen.

- Press the PRINT key in the upper right corner of the keyboard to print the contents of the "View Record" screen.

- Type **ho** <**return**> and then read the holdings screens to make sure that a UB library owns the journal and exact issue or date you need. Print the PRINT key at each relevant holdings screen.

  Note: there may be several screens to check. Keep pressing <**return**> until you see a listing which includes the date of the article you want.

KEEP THESE POINTS IN MIND WHEN USING AN INDEX

- Choose the terms which best define your research topic.

- If you can't locate references under the term you've chosen, think of synonyms for your term and search under those. Some indexes list cross references which will lead you to related terms.

- When you find references, copy or print out the ones of interest to you. You will need:

  the article title and author
  the complete periodical title
  the volume number, date, and pages

- Copy or print out the references to more articles than you actually need since some magazines and journals might not be available in the University Libraries.

- **Always ask for help if you need it! Reference librarians are happy to assist you.**

From the DATABASE SELECTION MENU on a **BISON** terminal, begin a search in the Social Sciences Index (type **isoc <return>**). Type the search statement: **k = college freshmen <return>** and answer questions 22 and 23 based on the results of your search.

QUESTION #22: **What is the title of the journal in which the article "Smile when you say freshman" appeared?**

a) **Psychological Reports**

b) **Journal of Counseling Psychology**

c) **American Demographics**

d) **The Journal of Social Psychology**

QUESTION #23: **In which month and year did the article from Question #22 appear?**

a) **February 1991**

b) **June 1990**

c) **March 1992**

d) **December 1991**

Considering the information you have gotten from the Workbook, answer the following questions.

QUESTION #24: **You want to find out if the UB Libraries have a book by Roy Armes and learn its location. What database do you use?**

a) **IRGA**

b) **ISOC**

c) **BCAT**

d) **GPO**

e) **ITEC**

QUESTION #25: **You have done a subject search on BCAT and gotten the message "No Subject Headings Found". What should you do next?**

a) **try your term in a keyword search**

b) **assume that the UB Libraries have nothing on this subject**

c) **try your term in a title search**

d) **type "exp t" for information**

WHERE ARE THE UGL PERIODICALS KEPT?

CURRENT PERIODICALS	In general, current issues of periodicals in UGL are shelved alphabetically according to title in the Current Periodicals Area (near the elevators).
BOUND PERIODICALS	Older issues are bound together and kept in the Bound Periodicals Area (on the first floor in the North Study Area). Periodicals in this location are shelved according to their Library of Congress call numbers. Remember to do a title search on BCAT if you do not know the call number of the periodical you need.
MICROFORMS	Some periodicals are available in microform. Microfilm and microfiche in the UGL are arranged by Library of Congress call number in the cabinets near the windows (behind the Reference Area). Microform periodicals have call numbers which begin with the letters MIC.
CD-ROM GENERAL PERIODICALS ONDISC	Full-text articles from some periodicals are available on the GPO (General Periodicals OnDisc) CD-ROM workstation at the Reference Desk.
REMEMBER!	If you can't find the magazine or journal you're looking for, ask the reference librarian for assistance.

You have now completed the Library Skills Workbook. Please review the information on the **Instruction Sheet at** the beginning of the book.

Pick up your **Op-Scan Answer Sheet** from the table outside Room 107 or at the Reference Information Desk in UGL. Complete both the **Op-Scan Answer Sheet** and the **Instruction Sheet** and hand them in by the deadline dates listed on page 2 of the Workbook.

PLEASE SUBMIT YOUR ANSWER SHEETS BY THE DEADLINE DATES LISTED ON PAGE 2. YOUR PASS/FAIL GRADE WILL BE AVAILABLE FROM YOUR INSTRUCTOR BY THE DATES LISTED.

GOOD LUCK!